



Convention & Entertainment Facilities Department  
Parking Management Division  
1001 Avenida de las Americas, Houston, Texas 77010  
713.853.8100 Office  
713.853.8278 Fax  
parking@cityofhouston.net  
Monday - Friday 8 a.m. to 6 p.m., Saturday, 9 a.m. to 6 p.m.

## Valet Parking Service (VPS) Permit Application Instructions

Complete the application in its entirety and have it notarized.

Separate, copy as necessary, and take only the Schedule H to the Houston Police Department (HPD) located at 1200 Travis on the 10<sup>th</sup> Floor for fingerprinting. Leave Schedule H with HPD.

*NOTE \* Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted at the Houston Police Department or to the Police Department of any city or town and that police department should forward the fingerprints to the Houston Police Department located at 1200 Travis, 10<sup>th</sup> Floor, Houston, Texas 77002.*

**Submit the remainder of the application to the Parking Management division with the following applicable information:**

- ☐ Original indemnity release form signed by each principal and notarized (page 6)
- ☐ Fee payment in the amount of \$1000 payable to the City of Houston (\$750 for renewal) (cash, check, credit card or money order) Non-Refundable
- ☐ One money order (payable to DPS) per principal in the amount of \$39 for a criminal records check
- ☐ Original Assumed name certificate if the VPS will be operated under an assumed name
- ☐ Location of all existing and proposed valet zone locations where applicant and employees intend to provide valet parking services
- ☐ Name and mailing address of each principal of the applicant
- ☐ Partnership registration, if any
- ☐ Names and addresses of all general partners if applicant is a partnership
- ☐ Certificate of good standing from the Texas Secretary of State for a domestic corporation
- ☐ For a foreign corporation, a Certificate of authority to do business in Texas along with the names and addresses of all officers and the registered agent

### Other Application Information

Incomplete applications will not be processed.

Only original documents will be accepted. No copies.

Documents must have identical names and spellings.

Documents containing alterations, erasures or outdated photos will not be accepted.

Fraudulent documents will be confiscated.

All fees are non-refundable.

Allow a minimum of 20 working days for processing. Parking Management may contact you for additional information or clarification while processing the application.

Please refer to the City of Houston's Code of Ordinances Chapter 26, Valet Parking Services for more detail, [www.houstontx.gov/codes](http://www.houstontx.gov/codes). Outstanding parking citations must be cleared prior to permit issuance.



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## Valet Parking Service Permit Application

1 TYPE OF BUSINESS (Check One) ☐Proprietorship ☐Partnership ☐Corporation

2 Harris County DBA: \_\_\_\_\_

3 Owner's Name: \_\_\_\_\_

4 Business Address: \_\_\_\_\_

5 Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4 Applicant Last Name: \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

5 Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

6 Federal Employee Identification #: \_\_\_\_\_ State Sales Tax #: \_\_\_\_\_

7 Corporate Charter Number: \_\_\_\_\_

8 Email address: \_\_\_\_\_ TDL: \_\_\_\_\_

List names of Partners, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation). If necessary, attach a separate sheet with this information.

Name	Title	Mailing Address	TDL #

Under penalties of perjury, I (print name) \_\_\_\_\_, declare that I have read this application and accompanying attachments, I agree to all of its terms and provisions, I affirm the correctness and accuracy of the information given on the application, and I affirm that I have the authority to bind the applicant to all of the terms, provisions and requirements of the application., that all the information herein is true, correct and complete.

\_\_\_\_\_  
Applicant's Signature

State of Texas  
County of Harris

\_\_\_\_\_, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.



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## SCHEDULE H

TDL# \_\_\_\_\_  
Notary Public's Signature

### PERSONAL HISTORY OF BUSINESS OWNERS

DOB# \_\_\_\_\_

**INSTRUCTIONS:** If you answered "proprietor" for item# 1 on the valet parking service application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the three principal officers of the corporation must complete a separate Schedule H.

*Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted at the Houston Police Department or to the Police Department of any city or town and that police department should forward the fingerprints to the Houston Police Department (1200 Travis, 10<sup>th</sup> Floor, Houston, Texas 77002).*

Name				
Address		City	State	Zip
Phone	Form of Business		% of Ownership Interest	
DOB	Age	Place of Birth		
Social Security #		Texas Driver's License #		
Sex	Race	Marital Status	US Citizen: Yes	No
Weight	Color of Hair		Color of Eyes	

Names and addresses of each business owned or operated for preceding five (5) years:

Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in jail or prison in the preceding seven (7) years? (Circle one) Yes No If yes, provide the following:

Offense convicted of	_____
Date of conviction	_____
Place of conviction	_____
Court and Case number	_____



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Schedule H (Valet Parking Services)

**DO NOT WRITE BELOW THIS LINE**

MUNICIPAL COURTS (Warrant Check) 1400 Lubbock, 1st Floor	
Houston Police Department or Local Police Department 1200 Travis, 10th Floor  Address _____  City _____ State _____ ZIP _____	RIGHT HAND 1. Thumb Print    FPC: _____
Convention & Entertainment Facilities 1001 Avenida de las Americas   Money Order # _____ for City of Houston Money Order # _____ for TxDPS	_____ Application reviewed by  _____ Investigator Date

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Schedule H (Valet Parking Services)



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## INSURANCE FILING FORM

This certifies the below named insured is provided commercial general liability general insurance, and auto liability insurance or garage liability insurance coverage with a company on the "List of Authorized Insurance companies" published by the Texas Department of Insurance ([www.tdi.state.tx.us](http://www.tdi.state.tx.us)) that is authorized to sell auto liability insurance, or is a "County Mutual" identified with a code number; and has a 30-day cancellation endorsement to the City of Houston, Convention & Facilities Department, Parking Management Division, 1001 Avenida de las Americas., Houston, Texas 77010.

Named Insured and Mailing Address:

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Additional Insured (name of city permit holder if different from above named insured):

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Policy Period From: \_\_\_\_\_ To: \_\_\_\_\_

Minimum Limits for Commercial General Liability: Bodily Injury and Property

- Commercial general liability including broad form coverage: bodily injury and property damage, combined single limits of \$500,000 for each occurrence and \$500,000 annual aggregate.
- Auto Liability Insurance endorsed to include garage keepers legal liability including comprehensive and collision coverage for vehicle storage and coverage for vehicle driven by or at direction of permittee: \$500,000 combined single limit per accident.
- Or garage liability insurance endorsed to include garage keepers legal liability insurance including comprehensive and collision coverage for vehicle storage and coverage for vehicle driven by or at direction of permittee: \$500,000 combined single limit per accident.

Endorsements: TE-02—2A or (ISO) CA 02 44 06 04 30 Days \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

Signed By: \_\_\_\_\_



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## INDEMNITY AND RELEASE FORM

The Permittee agrees to and shall defend, indemnify, and hold the City and its agents, employees, officers, and legal representatives, (collectively, the “city”) harmless for all claims, causes of action, liabilities, fines, and expenses (including without limitation, attorneys’ fees, court costs , and all other defense costs and interest) for injury, death, damage, or loss to persons or property sustained in connection with or incidental to any performance under this permit, including, without limitation, those caused by:

1. The Permittee’s and/or its agents’ employees’, officers’, directors’, contractors’, or subcontractors’ (collectively in lettered paragraphs 1-3, “Permittee’s”) actual or alleged negligence or intentional acts or omissions;
2. The City’s and the Permittee’s actual or alleged concurrent negligence, whether the Permittee is immune from liability or not; and
3. The City’s and the Permittee’s actual or alleged strict products liability or strict statutory liability, whether the Permittee is immune from liability or not.

The Permittee shall defend, indemnify and hold the City harmless during the term of the permit and for two years after the permit expires. The Permittee’s indemnification is limited to \$500,000.00 per occurrence.

The Permittee agrees to and shall release the City from all liability for injury, death, damage, or loss to persons or property sustained in connection with or incidental to performance under the permit, even if the injury, death, damage or loss is caused by the City’s sole or concurrent negligence.

\_\_\_\_\_  
Signature of Applicant

*\*The application shall be signed by an owner, officer, or partner principal of the applicant if the applicant is not an individual, or by the individual applicant for the valet parking service permit acknowledging that he has read the application, agrees to all of its terms and provisions, affirms the correctness and accuracy of the information given on the application and affirms he has the authority to bind the applicant to all of the terms, provisions, and requirements of the application.*

State of Texas  
County of Harris

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_ who being by me duly sworn, on his/her oath says that he/she is the person who has this day signed this Indemnity and Release form and the foregoing application for a permit to operate a Valet Parking Service in the City of Houston, he/she has read the application and indemnity and release form and that the statements contained therein are true

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_